

EXHIBIT 2  
DATE 2/9/09  
HB 2

# DEPARTMENT OF MILITARY AFFAIRS

## CENTRALIZED SERVICES DIVISION

### Goals and Objectives for 2011 Biennium

#### Goal #1

Maintain department wide fiscal responsibility on behalf of the Adjutant General.

**Objective #1:** Perform annual reviews of department wide processes and internal controls.

**Objective #2:** Provide financial training to new accounting staff and financial managers within the first month of employment.

**Objective #3:** Ensure all federal expenditures are allowable for reimbursement and are reimbursed in the correct fiscal year.

**Objective #4:** Ensure all bills are paid within 10 days of receipt by CSD.

#### Goal #2

Oversee and coordinate the department-wide budget preparation and submission.

**Objective #1:** Meet all deadlines for budget and fiscal note submission.

**Objective #2:** Review program budgets for accuracy and compliance with department directives prior to submission to OBPP.

#### Goal #3

Provide a comprehensive value-based personnel management service to department employees, supervisors and administrators in support of the agencies mission.

**Objective #1:** Review and update department policies on an annual basis to ensure they are in compliance with State and Federal policies.

**Objective #2:** Review and update job profiles every three years to ensure they current and accurately reflect the duties of the position.

**Objective #3:** Ensure that each state employee receives an annual performance appraisal.

**Objective #4:** Review pay rates on an annual basis to ensure that there is equitable pay for like positions within programs and the department.